

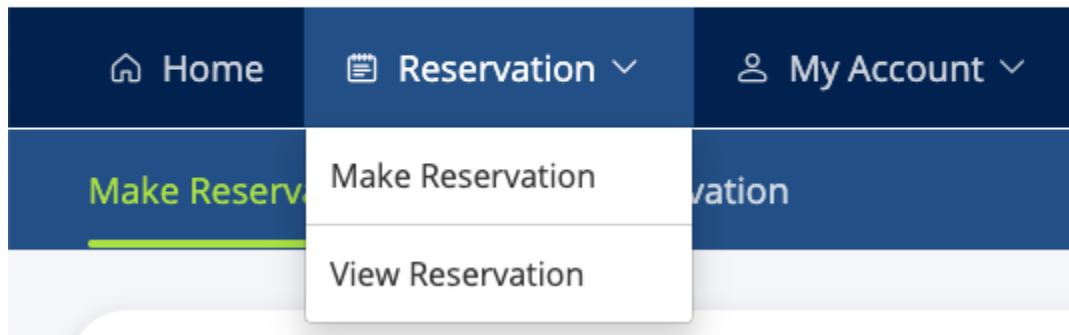
Motor Fleet Rental



Motor Pool Reservations

Go to <https://charlotte.fasterwebcloud.com/MotorPoolReservations>

Click on Reservations and choose “Make Reservation” from the drop down menu



All Items with a red asterisk need to be filled in. Pick up and return location will always be Lot 26.

① ② ③ ④ ⑤

Step 1 of 5
Location Details

Pick-up Location: *
Lot 26 ↓

Pick-up Date & Time: *
MM/DD/YYYY HH:MM AM/PM

Return Location: *
Lot 26 ↓

Return Date & Time: *
MM/DD/YYYY HH:MM AM/PM

Rental Class:
Select ↓

Next

On the “rental class” drop down list, choose the type of vehicle you want to rent

Rental Class:

Select ↓

- All
- 15 Passenger Van
- Compact Hybrid Sedan
- Full Size Sedan
- Midsize SUV
- Minivan

Choose your date and time for pickup and drop off. Click the calendar symbol on the right side of the dropdown. Notice there are two tabs, one for date and one for time. Choose the date & Time and click “set”. After you set the date/time click “next” on the bottom left.

Pick-up Date & Time: *

MM/DD/YYYY HH:MM AM/PM

Date							Time
October 2024							TODAY
SU	MO	TU	WE	TH	FR	SA	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			
November 2024							


Cancel Set

MM/DD/YYYY HH:MM AM/PM

Date		Time	
04:00 PM			
Hour	Minute	AM/PM	
02			
03		AM	
04	:	00	PM
05		15	
06		30	

Calculating the Estimated Charges

The next screen shows the vehicle you've chosen and the estimated charges for the duration of the rental. Enter the estimated mileage for the trip and click "Calculate Charges" to review the total estimated charges. Click next to move to the next screen

Select	Class Image	Rental Class	Rental Class Description	Duration Rental Charge (Estimate)
<input checked="" type="radio"/>		Full Size Sedan	Camry, Camry Hybrid, Impala	\$84.00


◀ 1 ▶ Total 1 Record(s)

Note: Enter the estimated miles you will drive during the reservation.

Estimated Meter: Miles


Rental Charges (Estimated): \$0.00

Select Asset

Asset Image	Asset Number	Year	Make	Model	Miles
	PB5981	2023	Toyota	Camry	20221

Adding a driver and passenger(s)

If you are the driver, there is no need to go further on that section. If you are not the driver you will need to add that person by clicking “Add” under Drivers. If there are passengers you can add them by clicking the “add” button under passenger



Step 3 of 5

Select Driver And Passenger

Drivers

[Add](#)

Driver Name

Sherry Ceallaigh

Passengers

[Add](#)

Department

No passengers found.

[Previous](#) [Next](#)

To add the driver you can type in their name, or the department and check the box by their name. You can also uncheck the box that defaults to you as the driver if you like. Click save.

Select Driver

Driver Name:

Department:

Make me the default driver

Select driver from the list

Select	Driver Name
<input checked="" type="checkbox"/>	Gabrielle Jones
<input type="checkbox"/>	Heather Barnhardt
<input type="checkbox"/>	Michael Lizotte
<input type="checkbox"/>	Shannon Caveny-Cox
<input type="checkbox"/>	Sonia Perez
<input type="checkbox"/>	Tammie Lyons

*Drivers with driver number expired as on reservation return date are not available for

For the passenger, click 'add' and select your department and person from the dropdown menus and click next.

Passengers

Department

FM AVC (13900) ↓

Elisabeth Brown
Gabrielle Jones
Heather Barnhardt
Jenny Washam
Julie Griffin
Kenyel Spaulding

Select ↓

Passenger Name is required.

Department Details

On this screen you will choose your department fund number from the dropdown and click next.

Department Details

[Add](#)

Department	Account Number	Share Percentage (Sum of % share must be 100)	Estimated Amount Per Account
FM AVC (13900) ↓	Select ↓ 118100-925140 118301-925140	100.00	\$170.40

[Previous](#) [Next](#)

On the last screen you can add additional comments or information.

Step 5 of 5

Additional Information

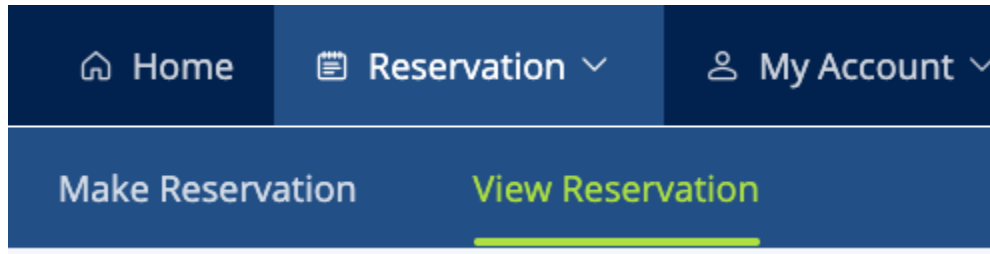
Destination (Optional)

Add-On (Optional)

On the right side of the screen is your summary. Click on the + signs for each step to view what you have entered. If all is correct click “confirm reservation “ bottom left. If there are any issues click “previous” to go back and make corrections.

Reservation Summary

This screen can also be found at a later date if needed under the “View Reservation” tab. It gives you all the details of your reservation and your reservation number. On this screen you can modify your reservation, or duplicate it if you need multiple vehicles. Here you can also print the page or save it in various formats. Word, PDF, Excel from the icons in the top right corner



Reservation 9 | Requested



Selected Details		
Customer Name: Sherry Ceallaigh	Email Address: sceallai@charlotte.edu	Pick-up Location: Lot 26
Pick-up Date & Time: 10/22/2024 04:00 PM	Return Location: Lot 26	Return Date & Time: 10/29/2024 04:00 PM
Destination: -	Reservation Status: Requested	

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